



TOWN OF RIVERHEAD

Planning Board

200 Howell Avenue, Riverhead New York 11901
(631) 727-3200, Ext. 267

INSTRUCTIONS FOR FILING CHAPTER 12 APPLICATIONS

1. Fill out the application form fully using a typewriter or by printing neatly in blue or black ink. Be as clear/complete as possible.
2. Submit with the form, three copies of a stamped/sealed survey showing:
 - A. All dimensions of the subject lot locating any monuments;
 - B. The locations and dimensions of all existing and proposed structures;
 - C. Utility pole numbers and Suffolk County tax map number;
 - D. Names of all adjoining property owners;
 - E. Location of the natural protective features as defined by Chapter 12 (beach, dune, bluff): including mean high water; seaward edge, crest and landward edge of dune; bluff toe, bluff crest and landward bluff limit; of any wetlands or water bodies on or abutting the site and any areas of significant vegetative cover;
 - F. Location and identification of any flood zone limits and of the mapped Coastal Erosion Hazard Area line.
3. Provide recent photos of the site, sufficient to illustrate the regulated area where the project is to be located. These should be dated, labeled with applicant name and indicate the location taken and direction of view. A Xerox of the project plans can be used as a photo key to show the last item.
4. If applicant is not the owner, submit authorization from the owner to act in his behalf.
5. Application fee (check or money order only) to be provided as follows:
 - A. Construction or placement of structures other than erosion control structures, docks, piers and wharves, ninety dollars (\$90.00);
 - B. Excavation, grading, mining, dredging or filling of:
 - (1) 100 cubic yards or less, fifty dollars (\$50.00);
 - (2) 101-1,000 cubic yards, one hundred dollars (\$100.00);
 - (3) 1,001 cubic yards or greater, two hundred dollars (\$200.00);
 - C. Construction or modification of docks, piers or wharves:
 - (1) Fixed docks, seventy dollars (\$70.00);
 - (2) Solid fill docks, one hundred dollars (\$100.00);
 - (3) Floating docks on piles or fixed dock, ramp and float combinations, fifty dollars (\$50.00);
 - D. Construction or modification of erosion protection structures:
 - (1) Structures not exceeding 100 linear feet, one hundred dollars (\$100.00);
 - (2) Structures greater than 100 linear feet, two hundred dollars (\$200.00);
 - E. Appeal of permit denial, one hundred dollars (\$100.00);
 - F. Any project or activity not previously described, (\$100.00).
6. Short Environmental Assessment Form (Part I only) filled out in the same manner as the application (see #1.).

7. Provide supplementary information as follows:

A. Generally for all areas, it must be demonstrated that any excavating, grading, mining or dredging will not diminish the erosion protection provided by that area. Any deposited material must be clean sand or gravel of an equivalent or slightly larger grain size. Active bird nesting and breeding areas shall not be disturbed unless approved by New York State Department of Environmental Conservation Fish and Wildlife staff;

B. Additionally. Construction, modification or restoration of an erosion control structure must be designed such:

(1) That the project is not likely to cause a measurable increase in erosion at the subject site or other locations;

(2) That adverse effects on natural protective features, existing erosion protection structures and natural resources are minimized and if possible avoided;

(3) That the structure is designed and constructed according to generally accepted engineering principles and has a likelihood of success in controlling long term erosion (30 years);

(4) And include a long term maintenance plan detailing the normal maintenance of degradable materials. A bond may be required to ensure compliance.

C. Plans for erosion control structures in both plan and cross section view should as appropriate, offer detail on all component dimensions and weights, on component placement and penetration relative to existing grades and must bear the original stamp or seal of a Professional Engineer licensed in New York State.

8. Applicants should consult Chapter 12 for detailed information on these requirements, on procedures and to determine prohibited activity in any given area.



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APPLICATION FOR PERMIT PURSUANT TO CHAPTER 12
of the RIVERHEAD TOWN CODE

Please type or print clearly:

Designated name of proposed development or project: _____

Applicant*:

Name: _____

Address: _____

Phone: _____

Owner* (if different from applicant)

Name: _____

Address: _____

Phone: _____

- Suffolk County Tax Map Number: 0600- _____ - _____ - _____
- Type of construction or Activity (*Describe in detail* with dimensions, amounts of fill or dredging, etc., Topographical survey is required. Attach additional sheets if necessary.) _____

- Purpose of construction: _____

- Proposed Starting Date: _____ Approx. Completion Date: _____

CERTIFICATION: I hereby affirm under penalty of perjury that information provided on this form is true to the best of my knowledge and belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law. As a condition to the issuance of a permit, the applicant accepts full legal responsibility for all damage, direct or indirect, of whatever nature, and by whomever suffered, arising out of the project described herein and agrees to indemnify and save harmless the Town from suites, actions, damages and costs of every name and description resulting from the said project.

Date

Signature

Sworn to before me this _____ day

of _____, 20

NOTARY PUBLIC

617.20
Appendix C
State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
For UNLISTED ACTIONS Only

PART I - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR	2. PROJECT NAME
3. PROJECT LOCATION: <div style="display: flex; justify-content: space-between;"><div>Municipality _____</div><div>County _____</div></div>	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)	
5. PROPOSED ACTION IS: <div style="display: flex; justify-content: space-around;"><input type="checkbox"/> New<input type="checkbox"/> Expansion<input type="checkbox"/> Modification/alteration</div>	
6. DESCRIBE PROJECT BRIEFLY:	
7. AMOUNT OF LAND AFFECTED: Initially _____ acres Ultimately _____ acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <div style="display: flex; justify-content: space-around;"><input type="checkbox"/> Yes<input type="checkbox"/> No</div> <div style="margin-left: 100px;">If No, describe briefly</div>	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? Describe: <div style="display: flex; justify-content: space-around; margin-top: 5px;"><input type="checkbox"/> Residential<input type="checkbox"/> Industrial<input type="checkbox"/> Commercial<input type="checkbox"/> Agriculture<input type="checkbox"/> Park/Forest/Open Space<input type="checkbox"/> Other</div>	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <div style="display: flex; justify-content: space-around;"><input type="checkbox"/> Yes<input type="checkbox"/> No</div> <div style="margin-left: 100px;">If Yes, list agency(s) name and permit/approvals:</div>	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <div style="display: flex; justify-content: space-around;"><input type="checkbox"/> Yes<input type="checkbox"/> No</div> <div style="margin-left: 100px;">If Yes, list agency(s) name and permit/approvals:</div>	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <div style="display: flex; justify-content: space-around;"><input type="checkbox"/> Yes<input type="checkbox"/> No</div>	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor name: _____ Date: _____ Signature: _____	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment